

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 25, 2007

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TITLE:	Licensing Specialist
POSITION NO:	00334 & 00819
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$25,596 - \$28,080 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 8, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: There are two positions currently available. Applicants may submit one application to be considered for both vacancies.

Transcripts are due at time of application.

TYPICAL DUTIES: This position serves as a Licensing Specialist for the Food and Consumer Safety Section within the Communicable Disease Bureau. This position is responsible for application and licensing review, data management, accounting procedures, and a range of program support services.

This position coordinates specialized application and licensing procedures to promote accuracy, efficiency, and compliance; monitors grants, contracts, and agreements to identify errors and discrepancies; assists in the development of special presentations, reports, proposals, and other documents; and provides a range of office management and administrative support services, including reception, documentation, data and records management, forms and templates, inventory control, meeting and travel arrangements, mail services, and related functions.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of governmental licensing procedures; applicable regulations; accounting and bookkeeping procedures; data management; and customer service. This position is also expected to progressively develop knowledge of program policies and procedures, emergency response procedures and specialized database and reporting systems.

Skills: Skill in the operation of standard office and specialized accounting and data management software (e.g., Word, Excel, SABHRS, One-Stop Database, etc.); compiling, and reporting data; reviewing applications, licenses and other technical documents for accuracy; and written and verbal communication.

Abilities: Ability to establish priorities; meet deadlines; maintain effective working relationships with a wide range of individuals; identify inconsistencies in data; respond to anxious and contentious customers in a positive manner; and to handle multiple tasks efficiently.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** two years of job-related experience. Auditing, accounting/bookkeeping or computer technology experience preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school due at time of application. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees

retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.